



606.07 Notary Public Services

Number Series: 600—Corrections Division

Sheriff's Approval: Digital

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Review Frequency: Annually

606.07-1 Policy

Notary Public services shall be provided by designated staff members fulfilling the requirements of Chapter 117, *Florida Statutes*.

606.07-2 Procedures

- I. Inmates requesting to have legal materials notarized shall forward a request form to the Inmate Accounts civilian requesting notary services.
- II. Jail Administration shall process notary requests of inmates not possessing any of the identification documents specified in Section 117.05(3), *Florida Statutes*, by completing a Money/Commissary Request form on the kiosk.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

Ch. 117, Fla. Stat.

FCAC:

N/A

PREA:

N/A

Forms:

Use of Notary Commission

Other Policy/ Procedure References:

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